

First  
Draft

SEVEN POINT SCALE PERFORMANCE DEFINITIONS

1. Constant supervision and direction are required to keep efforts focused on assigned tasks; efforts are not sufficient to complete work on time; performance quality consistently falls short of formulated expectations.
2. Continual supervision and direction are required to keep efforts focused on assigned tasks; work is frequently late and frequently falls short of formulated expectations.
3. This employee meets the norms described in number 4 in all but one area which is below expectations.
4. Applies required efforts to assigned tasks under routine supervision and direction; uses standard approaches to tasks so that tasks are completed on time; work produced meets formulated expectations.
5. This employee meets the norms described in number 4 and exceeds expectations in one area.
6. Usually applies efforts to priority elements of assigned tasks and requires occasional supervision and direction; uses effective approaches to tasks so that tasks are frequently completed ahead of deadlines; work produced sometimes exceeds formulated expectations.
7. Consistently applies efforts to priority elements of assigned tasks while requiring little if any supervision and direction; uses most effective, often new, approaches to tasks so that tasks are completed well ahead of deadlines; work produced consistently exceeds formulated expectations.

Responses to Performance Evaluation Task Force Recommendations

Recommendations		DDA	DDO	DDS&T	E	NFAC	Totals	
							Y	N
II A.								
Change title	(1)	Y	Y	Y	Y	Y	100%	
7 pt. numeric scale	(2)	Y	Y	Y	N	Y	80%	20%
Rating supervisor's skills	(3)	Y	Y	Y	Y	Y+	100%	
Reword employee certification	(4)	Y	Y	Y	Y	Y+	100%	
Justify ratings	(5)	Y	Y	N	Y	Y+	80%	20%
Space for employee comment	(6)	Y	Y	Y	Y	Y	100%	
Relocate overall rating	(7)	Y	Y	Y	Y	Y	100%	
Reviewer's own overall assessment	(8)	Y	Y	Y	Y	Y	100%	
Panel info; prohibit informal	(9)	Y+	N-	N	Y+	Y+	60%	40%
Large print	(10)	Y	Y	Y	Y	Y	100%	
Optional Career Service								
1 page addendum	B.	N	Y	Y	Y	Y	80%	20%
Informal interim review	C.	Y	Y	N	N	Y	60%	40%
III A.								
Performance appraisal workshop (how to)	(1)	Y	Y	Y	Y	Y	100%	
Team building implementation training & familiarization	(2)	Y	Y	Y	Y	Y	100%	
Monitor program	B.	Y	Y	Y	Y	Y	100%	
LOI optional by Career Service		Y	Y	Y	Y	N	80%	20%

Y = yes; N = no; Y+ & N- = emphatic response

PERFORMANCE APPRAISAL REPORT									
<b>SECTION A GENERAL INFORMATION</b>									
1. EMPLOYEE NUMBER		2. NAME (Last, First, middle)					3. GRADE		4. SD
5. POSITION TITLE			6. OFF/DIV/BR OF ASSIGNMENT			7. STATION		8. CODE (Ch. 1)	
								HQS.	DF
9. TYPE OF APPOINTMENT				10. TYPE OF REPORT					
CAREER	RESERVE	TEMPORARY	1 2 3	TRIAL (CIRCLE NO.)	ANNUAL	REASSIGNMENT	OTHER		
CONTRACT	SPECIAL	OTHER	11. REPORTING PERIOD (FROM-TO)				12. DATE REPORT DUE IN O.P.		
<b>SECTION B QUALIFICATIONS UPDATE</b>									
YES <input type="checkbox"/> NO <input type="checkbox"/>									
Is Qualifications Update Form being submitted with changes, and is it attached to this report?									
<b>SECTION C PERFORMANCE APPRAISAL RATING DEFINITIONS</b>									
1									
2									
3									
4									
5									
6									
7									
<b>SECTION D SPECIFIC DUTIES</b>									
List up to six of the most important specific duties performed during the rating period. Insert rating which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).									
SPECIFIC DUTY NO. 1								RATING NUMBER	
SPECIFIC DUTY NO. 2								RATING NUMBER	
SPECIFIC DUTY NO. 3								RATING NUMBER	
SPECIFIC DUTY NO. 4								RATING NUMBER	
SPECIFIC DUTY NO. 5								RATING NUMBER	
SPECIFIC DUTY NO. 6								RATING NUMBER	

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## SECTION E

## SUPERVISOR'S COMMENTS

Amplify or explain the individual ratings given for specific duties in Section D. Indicate significant strengths or weaknesses demonstrated and any suggestions made for improvement of work performance. Give recommendations for training. See attached instructions for required comments on: cost consciousness, EEO, safety, security, and evaluation of supervisors. If extra space is needed, use Section H.

## SECTION F

## OVERALL PERFORMANCE RATING

The overall performance rating should take into account everything about the employee which influences effectiveness. See attached instructions for details.

RATING  
NUMBER

## SECTION G

## CERTIFICATION AND COMMENTS

## 1. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN IN  
THIS POSITION \_\_\_\_\_

IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

MONTHS UNDER MY SUPERVISION \_\_\_\_\_

DATE

TITLE OF SUPERVISOR

TYPED OR PRINTED NAME AND SIGNATURE

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2. BY EMPLOYEE (OPTIONAL)

EMPLOYEE'S SELF APPRAISAL OF PERFORMANCE, COMMENTS REGARDING SUPERVISOR'S EVALUATION, REVIEWER'S COMMENTS OR BOTH. IF EXTRA SPACE IS NEEDED, USE SECTION H.

I CERTIFY THAT I HAVE HAD A DISCUSSION OF THIS REPORT WITH MY SUPERVISOR

DATE

SIGNATURE OF EMPLOYEE

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL. IF EXTRA SPACE IS NEEDED, USE SECTION H.

DATE	TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
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4 BY EMPLOYEE

I CERTIFY THAT I HAVE READ THE REVIEWER'S COMMENTS.

DATE

SIGNATURE OF EMPLOYEE

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SECTION H

CONTINUATIONS

IF ADDITIONAL SPACE IS NEEDED, ATTACH A SEPARATE SHEET.

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EVALUATION OF POTENTIAL

A. CHECK ONE

- ☐ Employee lacks the potential to assume greater responsibility.
- ☐ It is too soon to judge when the employee may be ready to assume a higher level of responsibility.
- ☐ Employee has the potential to assume greater responsibility with additional training or experience.
- ☐ Employee is entirely capable of assuming greater responsibility as soon as the opportunity occurs.
- ☐ Employee should be considered for rapid advancement to positions of much greater responsibility, with the expectation that the employee will rise to the highest levels of the organization.

B. DISCUSSION OF POTENTIAL (Justify your choice above. State the qualities of the work performance that best demonstrate a capacity for growth and advancement, or the lack thereof, support with examples.)

SIGNATURE OF SUPERVISOR (Name typed)

DATE

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I NSTRUCTION  
SHEET FOR PREPARATION  
OF APPRAISAL REPORT  
WILL BE ATTACHED TO THE  
FORM AS A TEAR OFF SHEET



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## ANNUAL WORK PLAN

## GENERAL INFORMATION

EMPLOYEE NUMBER	NAME (Last, first, middle)	GRADE	SD
OFFICIAL POSITION TITLE	OFF/DIV/BR OF ASSIGNMENT	CURRENT STATION	

A. EMPLOYEE'S JOB - State briefly where the position fits in the staffing pattern and if appropriate the number and type of employees supervised by this employee.

B. WORK OBJECTIVES, GOALS AND PRIORITIES - List the specific objectives and goals, in priority order, formulated by the supervisor and the employee.

PERIOD COVERED \_\_\_\_\_

SIGNATURE OF EMPLOYEE (Name typed)

SIGNATURE OF SUPERVISOR (Name typed)

TITLE

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